

NORTH CAROLINA EDUCATION LOTTERY COMMISSION

Dr. Charles A. Sanders
Commission Chairman

Tom Shaheen
Executive Director

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at www.osp.state.nc.us/jobs/gnrlinfo.htm#app. Completed applications may be mailed to:

Employment Opportunities
North Carolina Education Lottery
56886 Mail Service Center
Raleigh, NC 27699-6886

Or, e-mailed to: NCELEmployment@lotterync.net

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

Accounts Payable Clerk (1 position – Corporate): The purpose of this position is to receive, audit, prepare and complete all accounts payable in a timely and efficient manner. Will audit invoices and travel reimbursements according to policies and procedures set forth by the NCEL and Office of State Budget and Management, enter data into the North Carolina Accounting System (NCAS) for Corporate and 5 regional offices and, be responsible for resolving all inquiries. Work assignments will be completed by interpreting and applying policies from the State Budget Manual and internal directives; will run reports, as needed, by the Finance staff using Information Expert (IE) and Systemware (XPTR), will provide assistance as requested and, must be able to work extended hours. Bachelor's Degree (Business, Accounting, or other related fields) or Associates Degree with a minimum of two years work experience. Preference will be given to candidates with NCAS experience. Non-exempt (paid on an hourly basis) position - Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and, salary history.

Budget Coordinator (1 position – Corporate): The purpose of this position is to analyze media buys and billing received from the advertising agency to ensure adherence to buying parameters and billing guidelines; rectify discrepancies in order to facilitate appropriate and timely payment by the NCEL; review billings from ad agency for adherence to billing guidelines, including confirming inclusion of estimate numbers and affidavits, tear sheets or other documentation required as backup; Requirements include 2 to 3 years of financial experience, preference will be given to candidates who have prior work experience with an advertising agency; or, any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job; must be detail-oriented, have great communication skills (verbal, written and listening); be computer literate and able to work extended hours. Job Band 5 (\$32,000 - \$52,000), depending on responsibilities, work experience, skills and, salary history.

Business Analyst (1 position – Corporate): The purpose of this position is to serve as a liaison between the IT Systems team and the business users. Incumbent will work directly with management and users to identify, assess, and document business requirements, assist in developing system requirements and producing design specifications for new technology applications or changes to existing applications, will analyze the impact of proposed solutions across the organization and develop use cases that explain/demonstrate business requirements/specifications to development team, will work directly with the development team to ensure they fully understand the specifications and ensure the testing results correspond to the

business expectations. Must have 3+ years of business systems analysis experience using structured project methodologies, prior experience in web-based projects, able to understand business concepts and translate into detailed functional requirements, quickly grasp basic technical concepts, be proactive and able to work independently, Bachelors degree required (relevant business discipline), computer literate (Microsoft Office productivity suite, Visio and PowerPoint a plus), excellent verbal and written communication skills. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Database Administrator/Developer (1 position – Corporate): The purpose of this position is to provide database analysis, design, development, deployment and technical support for in-house developed applications. Incumbent's responsibilities include, but are not limited to, designing, encoding, testing and debugging of database objects to ensure that user specifications and requirements are met. Will perform ad-hoc querying and data analysis on an as-needed basis; will organize and maintain documentation of various systems including requirements, process information, etc.; will work with the Business Analyst to ensure that products created match required specifications; will assist in the creation and management of project plans. Degree in Computer Science or related field required with 2 – 3 years of relevant professional experience; Microsoft SQL Server; Transact-SQL, Stored procedures, DTS and replication; working knowledge of Project Life Cycle and Systems Development Life Cycle; Microsoft Windows Server platform (Windows 2003 Server, IIS, SharePoint Services, etc.). Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and salary history.

District Representative (1 position – Corporate): The purpose of this position is to perform the administrative, analytical and customer service duties associated with the processing of NCEL retailer applications and contracts. Responsibilities include but are not limited to receiving, reviewing, processing, researching and analyzing retailer applications and contracts in a timely manner, to include evaluating the credit worthiness and financial risk of applicants and contracted retailers. Prefer AAS in Business Administration and two to five years of credit and/or bookkeeping experience, computer literate (Microsoft Office) or equivalent combination of training and experience which provided the requisite knowledge, skills and abilities for this position. Must possess strong organizational skills, oral and written communication skills and the ability to maintain confidential information - Job Band 5 (\$32,000 - \$52,000) depending on knowledge, experience, skills and salary history.

Internal Auditor (1 position – Corporate): This purpose of this position is to be responsible for providing various financial, compliance, operational and investigative audits in accordance with accepted professional standards in order to determine compliance with business policies and procedures and adherence to applicable laws and regulations. Provide independent appraisal of controls over financial integrity, compliance with laws and policies, and operational effectiveness; make recommendations to senior management to improve internal controls, serve as liaison to external auditors; supervise, manage and direct the activities of the staff assigned to the department to achieve desired objectives and, handle other related special projects as assigned. Bachelor's degree in Accounting, Finance or Business Administration required; current CPA certified; 7 + years professional accounting & auditing experience; thorough knowledge of auditing principles, practices and procedures; ability to formulate solutions and generate recommendations that improve accountability, performance, and efficiencies; strong written and verbal communication skills; solid project management skills; experience in documenting, evaluating, and improving business processes; experience with automated accounting systems and computerized auditing tools and programs, ability to maintain highest level of confidentiality; able to make effective presentations; intermediate to advanced use of Microsoft Office products (Word, Excel, Outlook) with an emphasis on the ability to prepare and analyze data using Excel spreadsheets; or, any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 3 (\$50,000 - \$90,000), depending on knowledge, experience, skills and, salary history.

Security Technician (1 position – Corporate): The purpose of this job is to provide technical expertise relating to Physical Security Access Control Systems, CCTV, badge identification systems and draw equipment. Responsibilities include, but are not limited to, maintaining draw equipment, installation and repair of security access system, CCTV systems and preventative maintenance of all drawing equipment. High School diploma (or GED equivalent), Associates degree in Electronics preferred; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Specific training in electronics, security systems installation, computer applications and mechanics preferred, along with a minimum three years of experience in any of these related areas. Must be able to lift and carry moderately heavy package (75 lbs.) materials and supplies, have working knowledge of Microsoft computer applications and, must possess a valid State of North Carolina driver's license and satisfactory motor vehicle record. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Software Quality Assurance Analyst (2 positions – Corporate Office): The purpose of this position is to develop, publish and implement test plans for proposed software enhancements to the NCEL's gaming system. Will write and maintain test phases with applicable scripts and results. Executes test procedures/cases for software modifications to ensure compliance with change specifications, generation of accurate transactions, works properly in conjunction with other functions and programs, correctness of functionality (as implemented), completeness and quality, reviews and provides feedback on the quality of test developed from the deliverables both for completeness and efficiency, participates in defining testing: methodology, plans, design, case and scripts. Bachelor's degree in Computer Science or relevant discipline preferred. Two to three years of quality assurance testing experience, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this position. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Staff Accountant (1 position – Corporate): The purpose of this position is to perform professional accounting activities required in the business operations of the NCEL. The responsibilities include, but are not limited to preparing spreadsheets, auditing and reconciling accounts, posting journal entries, assist in developing and maintaining operating procedures, assist in developing and maintaining Business Recovery Plans, preparing, maintaining and updating files and log following prescribed methods and, having the ability to work extended hours as required by project deadlines. Requirements include Bachelors Degree in Accounting, Finance, or related field; one (1) year of accounting or bookkeeping experience; automated accounting software is preferred; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and salary history.

Systems Developer (1 position – Corporate): The purpose of this position is to work with the IT Systems Team on development and support of business systems. This position will provide .NET application leadership in analysis, design, development, deployment and technical support for in-house developed applications. Bachelor's Degree in Computer Science required and 2 – 3 years relevant professional experience or equivalent combination. Must have a working knowledge of Project Life Cycle and Systems Development Life Cycle, experience in object oriented design and development and Visual Studio .NET, knowledge of Transact-SQL and SQL Server stored procedure programming; web application skills in ASP, HTML, XML and other web services, Microsoft Windows Server platform (Windows 2003 Server, IIS, etc.). Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Telecommunications Analyst (1 position – Corporate): The purpose of this position is to design and support voice systems and integrate telephony hardware and network services in a dynamic environment. Responsibilities include, but are not limited to: administering phone systems in a call center environment as well as regional offices, resolving client problems including moves, adds, and changes (M/A/C) and coaching clients on phone system features.

Uses experience in traffic engineering and carrier management to resolve system problems and plan for future capacity/need. Also Interfaces with Local Exchange (LEC) companies, Long Distance (LD) carriers and other state agencies for problem resolution and expansion plans. Requirements include: Associates Degree in IT discipline with a minimum of two (2) years project management experience or equivalent combination; must be proficient with PBX functions (e.g. ACD, IVR, voicemail, etc.); must be proficient with the use of Microsoft XP, Microsoft Office suite, Project and, Visio; must possess excellent verbal and written communication skills; must be familiar with a variety of the field's concepts, practices, and procedures; must be able to perform a variety of complicated tasks; extremely customer service oriented (in person and by phone); and a team player. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and salary history.